



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Nov 15
IN REPLY REFER TO
BUMEDNOTE 1610
BUMED-M09B11
AUG 18 2015

BUMED NOTICE 1610

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED HQ Codes

Subj: LIEUTENANT COMMANDER PERIODIC FITNESS REPORTS FOR THE PERIOD
ENDING 31 OCTOBER 2015

Ref: (a) BUPERSINST 1610.10D

Encl: (1) Timeline
(2) LCDR Matrix
(3) Special Instructions for Completing NAVPERS 1610/2

1. Purpose. To announce the Fitness Report (FITREP) cycle for all Lieutenant Commanders (LCDRs) assigned to the Bureau of Medicine and Surgery (BUMED), Headquarters (HQ). Periodic FITREPs for all LCDRs have an ending date of 31 October 2015. Enclosures (1) through (3) are provided to assist in the accurate and timely completion of all reports.

2. Action. In order for the reporting senior to ensure accuracy of the reports, each draft FITREP submission shall include a copy of the member's most recent FITREP and last four years of Physical Fitness Assessments (PFA) from the Physical Readiness Information Management System. Enclosure (3) provides special instructions for completing the NAVPERS 1610/2 (11-11), Fitness Report & Counseling Record (W2-O6).

3. Responsibilities

a. Director's

- (1) Comply with the timelines delineated in enclosure (1).
- (2) Review enclosure (2) for accuracy and notify M09B11 of errors, changes, or updates no later than 4 September 2015.
- (3) Provide draft FITREPs with complete summary groups to M09B11 to ensure compliance with reference (a).
- (4) Ensure individual reports are debriefed to member.
- (5) Provide completed and signed summary groups to M09B11 for tracking and mailing. Do not delay an entire summary group while waiting for a member to sign. M09B11 will add "Certified Copy Provided."

b. M09B11

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- (1) Comply with the timelines delineated in enclosure (1).
- (2) Provide LCDRs matrix for Director's review.
- (3) Provide assistance when requested.
- (4) Ensure all FITREP summary groups are compliant with reference (a).
- (5) Mail and track all LCDRs FITREPs.

4. M09B11 Point of Contacts

- a. LT Amanda Gardner, 681-9042
- b. YNC Kevin Mahoney, 681-6074
- c. YN1 Stacey Florio, 681-5498
- d. YN1 Abigail Lispier, 681-9021
- e. YN1 Marlon Villatoro, 681-9022

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

6. Form. NAVPERS 1610/2 (Rev. 11-11), Fitness Report & Counseling Record (W2-O6), is available electronically at: <http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/>.



A. M. DIGGS
Chief of Staff

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDHQNotes.aspx>

AUG 18 2015

Timeline

<u>Date</u>	<u>COG</u>	<u>Event</u>
28 Aug	M09B11	Release LCDR POA&M
28 Aug	M09B11	Release draft matrix
28 Aug- 4 Sep	Directors	Review draft matrix for accuracy
4 Sep	Directors	Provide M09B11 with all matrix updates
4 Sep	M09B11	Finalize matrix
8 Sep	M09B11	Release matrix
8 Sep – 19 Oct	Directors	Process LCDR FITREPs
19 Oct	Directors	Provide M09B11 with all draft FITREP summary groups for review
19-22 Oct	M09B11	Review all LCDR summary groups for BUPERSINST 1610.1D compliance
23 Oct	M09B11	Return all draft FITREPs to Deputy Director's for smoothing
26 Oct	Directors	Smooth all reports and commence debriefing
27 Oct – 9 Nov	Directors	Deliver signed summary group to M09B11
1-15 Nov	M09B11	Mail all reports to PERS-32

SPECIAL INSTRUCTIONS FOR COMPLETING NAVPERS 1610/2

FITREPs shall be prepared per BUPERSINST 1610.10D to include the information below:

Block 7: BUMED FALLS CHURCH or APPROPRIATE DETACHMENT

Block 15: 15OCT31

Block 17: REGULAR

Block 20: Enter one letter code for each official PFA completed during the reporting period.

Block 21: "NA" for most. "Approved" if approved for retirement

Block 26: 00018

Block 28: Implement CNO responsibilities for provision of centralized, coordinated policy development, guidance, and professional advice on health care programs for DON; and oversee direct and indirect systems for providing health care to all beneficiaries.

Block 29: Primary/Collateral/Watchstanding duties. Each should be specifically marked as appropriate with the number of months performed following the entry. Example: PRI: Director, Plans and Policy-12. COLL: Mbr, MPT&E Working Grp-3; Mbr, Awards Board-6, WATCH: CDO-12. Additionally, PCS leave and transit dates should be accounted for in this block as well. Example: LV/TT: 15AUG02-15AUG21, PFA: Document specific PFA cycle(s) reported in block 20 utilizing the following format: PFA: 15-1/15-2.

Block 30: Date Counseled. Enter the date counseling was performed. If "NOT PERF" enter a brief explanation in block 31. If counseling was not performed because the counseling date did not fall within the reporting period enter "NOT REQ."

Block 31: Name of Counselor (if counseled).

Blank (if block 30 is "NOT REQ").

Explanation (if block 30 is "NOT PERF").

Block 32: Must contain signature of individual counseled.

Block 40: Must contain an entry if an observed report.

Must be blank if Not Observed Performance Evaluation.

Block 44: DEPUTY DIRECTOR, (CODE)
BUMED
7700 ARLINGTON BLVD
FALLS CHURCH, VA 22042-5117